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13 May 1954

Memorandum for the Members of the Task Force on Evaluation

The following changes were made by hand in the positive photostatic copies of the Fitness Report that was delivered to the members of the CIA Career Service Board for their consideration later today. You may wish to make these changes in the negative photostatic copies which you already have. - R. Boulton.

✓ Preamble for ".....factor in the Selection of Career Employees" read
".....factor in Agency Personnel Management."

✓ Section I add "To be filled in by Administrative Officer"
✓ add new item "Grade" (shifted from Section II)
✓ I 9 add "☐ Departmental ☐ Field"

✓ Section II add "to be filled in by Supervisor"
✓ II 1 for "Current Position Title" read "Current Position"
✓ II 2 shift this item to Section I

✓ Section III the certification will read (slash is deleted; underline is added):
"I certify that, during the latter half of the period covered by this report, I have discussed with the rated individual the manner in which he has performed his job and provided suggestions and criticisms wherever needed. I believe that his understanding of my evaluation of his performance is consistent with my evaluation of him as evidenced by this Fitness Report, and I have informed him of his strengths, weaknesses and his on-the-job effectiveness. If performance during the report period has been unsatisfactory, there is attached a copy of the memorandum notifying him of unsatisfactory performance."

✓ III last line. for "Officer next higher....." read "Official next higher....."

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- ✓ Section IV for "that apply in some degree to everyone" read "that apply in some degree to most people"
- ✓ Statement 13 eliminate "excellent"
- ✓ Statement 30 eliminate "very"
- ✓ Section V D for "If so, why?" read "If yes, why?"
- ✓ Section VI A for "If so, what?" read "If yes, what?"

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